

# Personal Representation Form



**Tenant Name** .....

**Tenancy Number** .....

**Tenancy Address** .....

.....

**Password on Account** .....

You need to put a password on your account to be able to add a representative as you'll need to share the password with them.

When your representative contacts us on your behalf, we will ask them for the password.

We will not share information with anyone unless they are set up as a Personal Representative and can give us the password that you have set up.

**Tenant Date of Birth**             /         /

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## I hereby give

**Representative Name:** .....

**Relationship to you** .....

**Representatives Telephone Number** .....

**Representatives Address** .....

.....

**Representatives Date of Birth**             /         /

## Permission to act on my behalf for

- My Rent Account                                  My Rehousing & Registration  
 My Repairs & Improvements      Everything About My Tenancy  
 Please tick to confirm that your password has been shared with your representative

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**Signed** .....

**Date**         /         /

\*If you want to remove a representative please contact us and this can be done for you.

**Please complete this form and return to:**

Aspire Housing, Kingsley, The Brampton, Newcastle-under-Lyme ST5 0QW